

SANDY CITY
APPROVED CLASS SPECIFICATIONS

I. Class Title: Law Enforcement Data Processing Coordinator

Revision Date: 10/00
EEO Code: Admin. Support
Status: Non-exempt

II. Summary Statement of Overall Purpose/Goal of Position:

Under the general supervision of the Administrative Captain, coordinates computer support with the Management Information Systems (MIS) Division, records daily reports, prepares statistical reports, and performs computer programming and related activities.

III. Essential Duties

- Codes and records daily budget invoices on personal computer.
- Programs and prepares statistical reports on crime trends and other police information using IBM Query Language.
- Assists in updating records and developing files.
- Assists users of the Police Department's AS/400 systems (Chiefs, Office Vision/400)
- Assists users of personal computers in software functions (Word Perfect, Lotus, etc.)
- Performs research and development of Police records management system.
- Orders, issues and replaces department cell phones and pagers.
- Train, evaluate, direct and discipline Information Systems staff.
- Responds to citizen, department and City administration requests for Police information; accesses information either through computer aided dispatch and records management systems using IBM Query language, or through the development of specialized programming.

IV. Marginal Duties

- Produces budget reports; performs problem solving with funds which do not match spending.
- Programs data base information.
- Performs other duties as assigned.

V. Qualifications:

Education: Must have attended at least two years of college with successful completion of law enforcement and/or computer related classes.

Experience: Must have at least one year of job-related work experience with demonstrated competence.

Probationary Period: A one year probationary period is a prerequisite to this position.

Knowledge of: Accounting; Database organization and concepts; Structure of programming; Programming and programming languages, including IBM Query language; Crime analysis and crime trending; Duties and needs of Police Officers; Information and privacy laws; Correct English usage, spelling, vocabulary and algebra/statistical methods.

Responsibility for: Great responsibility for the care, condition and use of materials, equipment, money, and tools; great responsibility for the use of discretion and independent judgement in the creation and release of important and potentially damaging information; moderate responsibility for making decisions affecting the activities of people: what they should do, when to do it, where and how; supervises Police Information systems staff.

Communication Skills: Ability to communicate effectively verbally and in writing using proper grammar and spelling; ability to follow written and verbal instructions; ability to serve customers, including regular contact with the public, City employees, and frequent contact with officials, requiring tact and judgement.

Tool, Machine, Equipment Operation: Regular use of telephones, personal computers, printers, and copy machines; frequent use of a fax machine.

Analytical Ability: Organize time and information; prioritize tasks; work well under pressure and deadlines; work independently; establish effective working relationships with City Officials, employees and the public; must have strong algebra and statistics background.

VI. Working Conditions:

Great mental pressure and fatigue exist daily due to constant exposure to deadlines, mental requirements, overtime, and minimal muscular exertion; work is confined to an office setting; work is performed under virtual self supervision.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPT/DIVISION APPROVED BY: _____ DATE: _____

PERSONNEL DEPT. APPROVED BY: _____ DATE: _____